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MR. COFF 3 MAR 1971

Mr. Watter
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FILE *Training*

3 March 1971

MEMORANDUM FOR: Deputy Director for Support

REFERENCE : Your Memo, DDS 71-0579, dtd 23 Feb 71

Jack :


We are currently using PAI units in French and are in the final stages of preparing a three week PAI unit in Thai. These latter units are readily convertible to Lao by Lao instructors who are knowledgeable of Thai. We do not recommend PAI units beyond the first three to five weeks in these languages as the structure becomes too complex for such handling and demand the presence for immediate correction by a teacher. We do not plan to augment our Lao, Thai, and French without a firm commitment from C/FE. To do more in Lao we would probably have to recruit native speakers through the Vientiane Station. Thai speakers can be found in the United States while French speakers are readily available. We calculate each additional instructor will cost approximately \$9,000 and at this time we have no headroom within our 73 contract employee positions. In other words, additional requirements in Lao, Thai, or French will cause both money and ceiling to give.

We are not using the Selectric machine in Clerical Training now and must decide, given that the Agency has adopted this machine as unique, if we are to make a gradual changeover or a drastic one--all at one time. A good reason why we are not using the Selectric is based on the fact that it would be unfair to test new employees on a machine completely foreign to their experience. Our EODs have enough of a problem to pass our qualifying requirements now without our adding a new element. Even if we change over to all Selectrics it may be that we will have to maintain a number of the more standard machines for testing purposes. To change all of our machines at this time will involve an expenditure of over \$35,000--we use some 70 machines. This does not seem to be prudent for the simple reason that our training experience on the IBM Model D-121, 12.4 can be transferred to the Selectric within a period of about two days. The gradual introduction of the

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Selectric into our training program will mean that the instructors will be burdened with teaching two machines at one time but this is perhaps a lesser problem than the expenditure of over \$35,000 for which we have not budgeted. We are concerned with the problem of teaching the use of the Selectric machine and will be reporting further on this.

Our only service to OEL was reduced to providing the programmed instruction on per diem. We are in accord with your thinking that the ensuring of proper content can be done best if OTR controls the instruction; yet, in this case where the instruction was limited to one subject and the content in PAI form we feel that control is to a degree "built in."


Acting Director of Training

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FILE *Training*

DD/S 71-0579

23 FEB 1971

MEMORANDUM FOR: Director of Training

Hugh:

In reading through another of your excellent Weekly Reports, that dated 18 February, a number of points came to mind.

(a) On the language training for Laos, I wondered about development of program assisted instruction elements for Thai, Lao and French. I also urge that the additional arrangements which you set up be based on a firm commitment of Chief, FE Division to "guarantee" the number of students and the full amount of time necessary to proper training.

Mr. [] recognizes the obvious fact that it takes extra people to ensure availability of language trainees.

(b) Ref the NPIC training on the MTST, I wondered if we are incorporating into basic clerical training and the unclassified pool the regular Selectric machine which is being procured as the standard Agency electric typewriter.

(c) Ref the OEL course on travel it would seem more appropriate to have their students enroll in an OTR course or to borrow an OTR instructor - either suggestion to ensure proper content.

[]

John W. Coffey
Deputy Director
for Support

DD/S:JWC:llc (19 February 1971)

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